

# INtax QuickStart Guide



July 2015

Indiana Department of Revenue

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# Introduction

Welcome to INtax, Indiana's free online tool to manage business tax obligations for Indiana retail sales, withholding, out-of-state sales, gasoline use taxes, metered pump sales, tire fees, fuel taxes, wireless prepaid fees, type II gaming fees, food and beverage taxes, and county innkeeper's taxes.

INtax supports the following tax forms: ST-103, ST-103MP, ST-103P, ST-103CAR, WH-1, WH-3, TF-103, SF-900, SF-401, MF-360, WPC-103, TTG-103, GT-103DR, FAB-103, and CIT-103.

The *INtax QuickStart Guide* is designed to be an easy, step-by-step guide to getting started in INtax to report and remit taxes.

This straightforward guide uses images of active INtax screens to walk you through registering for INtax and for Electronic Funds Transfer (EFT), as well as to provide you a quick overview of the application.

If you'd prefer, an online INtax registration video tutorial also is available. You can access the video at [www.in.gov/dor/4844.htm](http://www.in.gov/dor/4844.htm).

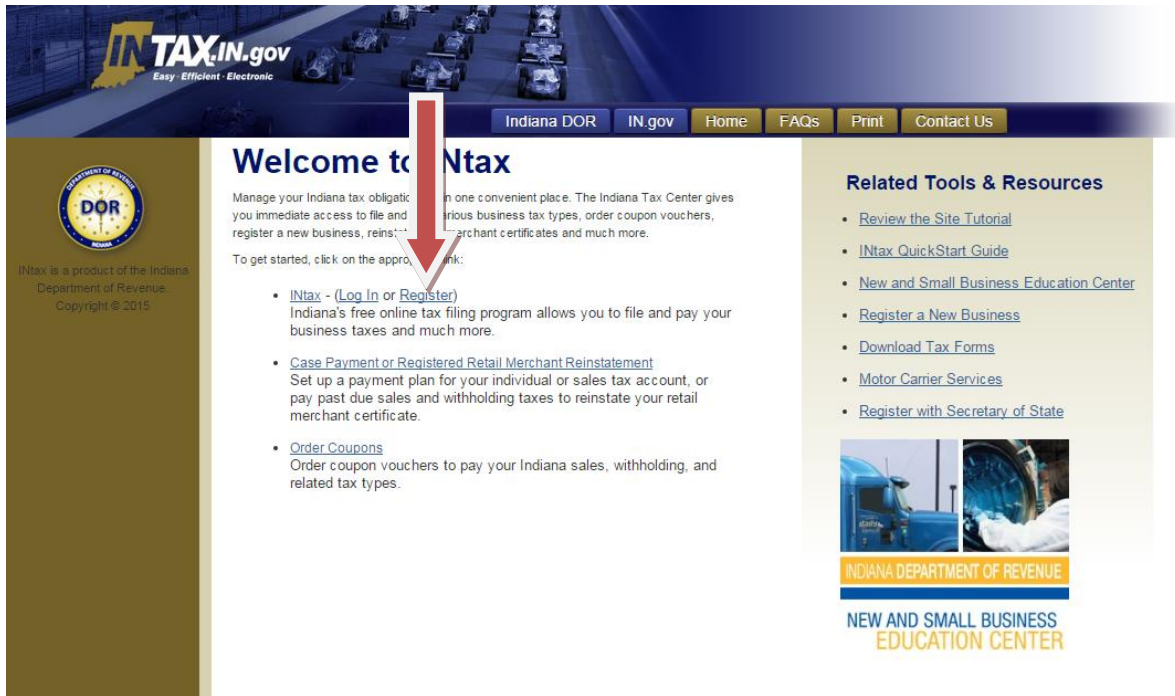
Before you begin the INtax registration process, you'll need a couple items:

1. Your Indiana Tax Identification Number (TID). You received this when you registered your business with the state by completing the BT-1 business tax application.
2. Your previous tax return, payment amount, or an INtax Access Code.

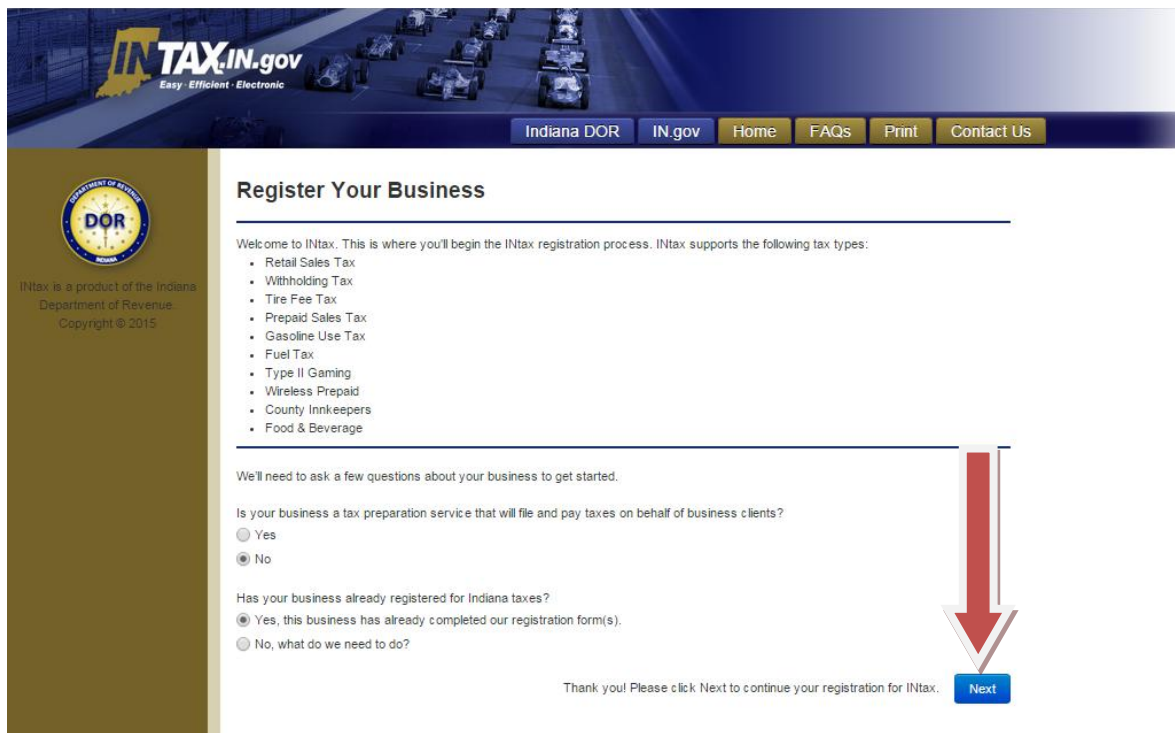
*Note: Using your INtax Access Code is the preferred method to verify your business.*

# Registering for INtax

To register your business, go to [www.INTax.in.gov](http://www.INTax.in.gov). Select the **Register** link in the center of the page.



The next page asks you to answer a brief series of questions about your business. Once you have answered the questions, select **Next**.



## Creating your username

This page begins your registration. Complete all applicable fields to create your User Profile.

Create a unique username. You will use this to access your INtax User Account. Pay close attention to the requirements for creating your username. Once created, make sure you remember it for future reference.

In the User Information section, enter your name and contact information, including phone number and email address.

Then, in the Business Information section, enter your specific business information, including business name and state tax ID (TID).

Once you have completed each field, select **Next**.

**IN TAX IN.gov**  
Easy Efficient Electronic

Indiana DOR | IN.gov | Home | FAQs | Print | Contact Us

**Register to Use INtax**

[Instructions](#)

**Filing and Paying**

When using INtax for filing taxes, you must make associated payments electronically so that the correct return period will be credited with the payment. It is essential to file a return for each period regardless of whether tax is due. Failure to do so will result in estimated billings being issued for the missing returns.

**Items Needed**

When completing the registration process, you will need to have an Indiana taxpayer identification number (TID), and one of the following:

- Total amount due on a recently filed return
- Amount of a recently submitted payment
- Access code provided by the department

**User Information**

Create your INtax username below. Usernames must begin with a letter, be 6-25 letters and numbers in length and include no special characters, except an underscore or a period.

Username

First Name

Middle Initial

Last Name

Suffix

Phone Number

Phone Ext.

Email Address  [\(Click here to test delivery\)](#)

Re-enter Email

**Business Information**

Please enter the required business information to continue the registration process. You can add additional businesses to your use after your original registration is processed.

Business Name

State Tax ID (TID)

*Note: You can add additional businesses to your User Profile after your original registration is processed.*

## Verifying your business

Now you must verify your business. You have four verification options from which to choose:

- Previous tax return amount due
- Previous payment amount
- INtax Access Code found on your Registered Retail Merchant Certificate or department letter
- Request an INtax Access Code be sent to you via the US Postal Service

When you select one of the options, additional information appears on the page.

*Note: Using your INtax Access Code is the preferred method to verify your business.*

### Previous tax return amount due

Select the first option (see arrow #1 below) if you would like to use a previous tax return amount due to verify your business. (You must know the exact amount.) After selecting this option, a field appears where you can enter the amount.

In the Legal Disclaimer section, select “I agree” to certify that you are authorized to register for INtax on behalf of the business (see arrow #2 below), and then select **Submit** (see arrow #3 below).

The screenshot shows the "Register to Use INtax" page. At the top, there is a header with the "IN TAX IN.gov" logo and navigation links: "Indiana DOR", "IN.gov", "Home", "FAQs", "Print", and "Contact Us". On the left side, there is a vertical banner with the "DOR" logo and text: "INtax is a product of the Indiana Department of Revenue. Copyright © 2015".

The main content area is titled "Register to Use INtax". It contains the following sections:

- Select your desired method to verify the business.** This section has four radio button options. A red arrow labeled "1" points to the first option: "Previous tax return amount due".
- Enter amount due for quick access to INtax.** This section includes a text box for entering an amount. Above the text box, it says: "Verify an amount due for a return submitted more than 30 days in the past. If the department has not had adequate time to process your return containing the information supplied, your registration could fail." Below the text box, it says: "Enter an amount greater than zero".
- Legal Disclaimer** This section contains two paragraphs of text. The first paragraph says: "I certify that the business for which I am registering to use INtax has granted me the authority to perform this action. I certify that the information and statements supplied on this application are true and correct." The second paragraph says: "I also agree to file tax returns and make payments electronically for the tax accounts managed on this site." Below these paragraphs are two radio button options. A red arrow labeled "2" points to the first option: "I agree."
- At the bottom right, there are two buttons: "Previous" and "Submit". A red arrow labeled "3" points to the "Submit" button.

At the bottom left, there is a "Cancel" button.



## Previous payment amount

Select the second option (see arrow #1 below) if you would like to use a previous payment amount to verify your business. (You must know the exact amount.) This cannot be an amount submitted to the department in the last 30 days. After selecting this option, a field appears where you can enter the amount.

In the Legal Disclaimer section, select “I agree” to certify that you are authorized to register for INtax on behalf of the business (see arrow #2 below), and then select **Submit** (see arrow #3 below).

The screenshot shows the 'Register to Use INtax' page. At the top is a navigation bar with links: Indiana DOR, IN.gov, Home, FAQs, Print, and Contact Us. The main content area is titled 'Register to Use INtax' and includes a sidebar with the Indiana DOR logo and text: 'INtax is a product of the Indiana Department of Revenue. Copyright © 2015'. The registration process is divided into sections: 1. 'Select your desired method to verify the business.' with four radio button options. A red arrow labeled '1' points to the 'Previous payment amount' option. 2. 'Enter payment amount for quick access to INtax.' with a text input field. 3. 'Legal Disclaimer' with two radio button options. A red arrow labeled '2' points to the 'I agree.' option. At the bottom right, a red arrow labeled '3' points to the 'Submit' button. Other buttons include 'Cancel', 'Previous', and 'Submit'.

**Register to Use INtax**

Select your desired method to verify the business.

- ☐ Previous tax return amount due
- ☒ Previous payment amount
- ☐ Enter your preapproved INtax Access Code for quick access to INtax.
- ☐ Request a new or replacement INtax Access Code via the US Postal Service.

**Enter payment amount for quick access to INtax.**

Verify a payment amount for a return submitted more than 30 days in the past. If the department has not had adequate time to process your payment containing the information supplied, your registration could fail.

Enter an amount greater than zero

**Legal Disclaimer**

I certify that the business for which I am registering to use INtax has granted me the authority to perform this action. I certify that all information and statements supplied on this application are true and correct.

I also agree to file tax returns and make payments electronically for the tax accounts managed on this site.

- ☒ I agree.
- ☐ I am registering to use WH-3s only at this time.

## Preapproved INtax Access Code

Select the third option (see arrow #1 below) if you have an INtax Access Code, which can be found on your Registered Retail Merchant Certificate or a department issued letter, and would like to use this Access Code to verify your business. Using an Access Code is the preferred method of verifying your business. After selecting this option, a field for the Access Code appears. Enter your Access Code.

In the Legal Disclaimer section, select “I agree” to certify that you are authorized to register for INtax on behalf of the business (see arrow #2 below), and then select **Submit** (see arrow #3 below).

The screenshot shows the 'Register to Use INtax' page. At the top, there is a navigation bar with links: Indiana DOR, IN.gov, Home, FAQs, Print, and Contact Us. The main heading is 'Register to Use INtax'. Below it, a section titled 'Select your desired method to verify the business.' contains four radio button options. A red arrow labeled '1' points to the third option: 'Enter your preapproved INtax Access Code for quick access to INtax.' Below this, there is a text input field for the 'Preapproved INtax Access Code'. A second section titled 'Legal Disclaimer' contains two paragraphs of text. A red arrow labeled '2' points to the first radio button option: 'I agree...'. A third red arrow labeled '3' points to the 'Submit' button at the bottom right of the page. The 'Submit' button is blue, while the 'Previous' button and 'Cancel' button are grey.

**Register to Use INtax**

Select your desired method to verify the business.

- ☐ Previous tax return amount due
- ☐ Previous payment amount
- ☒ Enter your preapproved INtax Access Code for quick access to INtax.
- ☐ Request a new or replacement INtax Access Code via the US Postal Service.

Enter your preapproved INtax Access Code for quick access to INtax.

If you have recently received a Retail Merchant Certificate after filing a BT-1 application, your preapproved access code will be printed at the bottom of the certificate. For other tax types, a separate letter was mailed that contains the access code. Please enter this code as a combination of the characters 0-9 and A-F only. If you do not have your access code, please select another option.

Preapproved INtax Access Code

**Legal Disclaimer**

I certify that the business for which I am registering to use INtax has granted me the authority to perform this action. I certify that information and statements supplied on this application are true and correct.

I also agree to file tax returns and make payments electronically for the tax accounts managed on this site.

- ☒ I agree...
- ☐ I am registering...



## Request a replacement INtax Access Code

Select the fourth option (see arrow #1 below) if you need to have a new or replacement INtax Access Code sent to you via the United States Postal Service and would like to use this Access Code to verify your business. This option takes the longest and requires you to pause your registration until you receive your code.

*Note: The INtax Access Code will be mailed within three to seven days to the address the department has on file, so be sure we have your most current address.*

After you receive your Access Code, follow the instructions in the letter to complete your registration process.

In the Legal Disclaimer section, select “I agree” to certify that you are authorized to register for INtax on behalf of the business (see arrow #2 below), and then select **Submit** (see arrow #3 below).

The screenshot shows the 'Register to Use INtax' page. At the top is the 'IN TAX IN.gov' logo with the tagline 'Easy - Efficient - Electronic'. A navigation bar contains links for 'Indiana DOR', 'IN.gov', 'Home', 'FAQs', 'Print', and 'Contact Us'. On the left is a sidebar with the Indiana Department of Revenue (DOR) logo and text stating 'INtax is a product of the Indiana Department of Revenue Copyright © 2015'. The main content area is titled 'Register to Use INtax' and includes a section 'Select your desired method to verify the business.' with four radio button options. A red arrow labeled '1' points to the fourth option, 'Request a new or replacement INtax Access Code via the US Postal Service.' Below this is a sub-section 'Request a new or replacement INtax Access Code via the US Postal Service.' with explanatory text. A red arrow labeled '3' points down from this section to the 'Legal Disclaimer' section. The 'Legal Disclaimer' section contains two paragraphs of text and two radio button options. A red arrow labeled '2' points to the first option, 'I agree.' At the bottom are three buttons: 'Cancel', 'Previous', and 'Submit'. The 'Submit' button is highlighted in blue.

**Register to Use INtax**

Select your desired method to verify the business.

- ☐ Previous tax return amount due
- ☐ Previous payment amount
- ☐ Enter your preapproved INtax Access Code for quick access to INtax.
- ☒ Request a new or replacement INtax Access Code via the US Postal Service.

**Request a new or replacement INtax Access Code via the US Postal Service.**

If you do not have access to the business amount due and payment information or this information is not applicable to the business, you do not have a preapproved INtax Access Code, you must choose this option. Your INtax Access Code will be mailed to the address on file with the Department of Revenue. You must use the INtax Access Code to activate your account before you are able to log in.

**Legal Disclaimer**

I certify that the business for which I am registering to use INtax has granted me the authority to perform this action. I certify that the information and statements supplied on this application are true and correct.

I also agree to file tax returns and make payments electronically for the tax accounts managed on this site.

- ☒ I agree.
- ☐ I am registering to use WH-3s only at this time.

## *Completing the registration*

Your registration is now complete. You're almost done!

If you chose to verify your business using a previous tax return amount due, a previous payment amount, or an INtax Access Code, you are almost finished. Once the department verifies the submitted information, you will receive two emails:

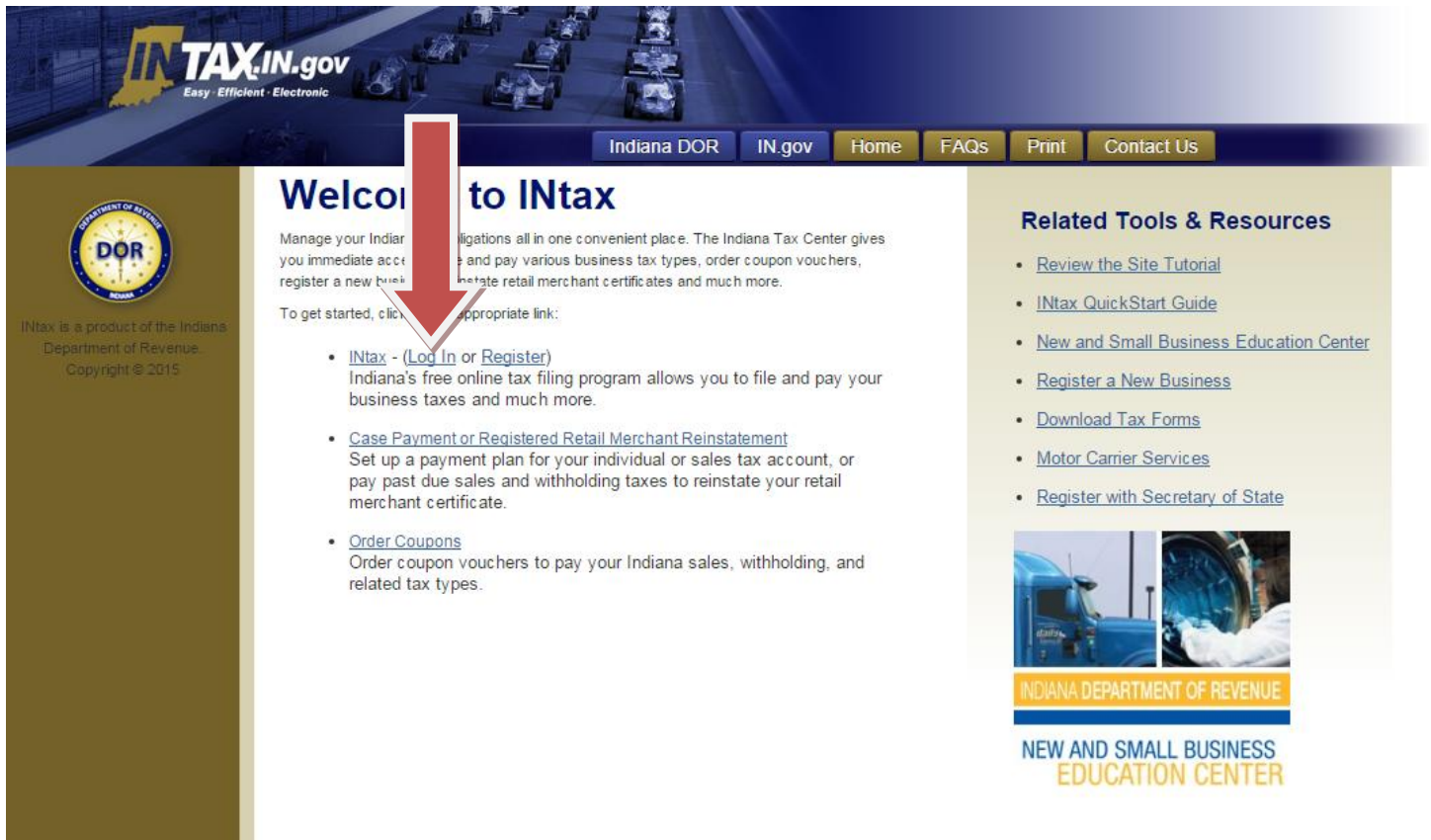
- The first email confirms that your INtax registration was successful. This email also contains the username you created for your records.
- The second email contains a temporary password to access your account.

If the department cannot verify your submitted information and it is your first registration attempt, you will receive an email stating your registration was not successful. Following your second registration attempt, if the department cannot verify your submitted information, you will receive a second email and a letter indicating your registration was not successful.

If you requested a new or replacement Access Code or have had two or more failed registration attempts, the department will mail you an Access Code with specific instructions. Once you receive the Access Code, you have 30 days to complete your registration.

# Log in to INtax

After you receive the confirmation emails with your username and temporary password, you can log in to INtax. Go to [www.INTax.in.gov](http://www.INTax.in.gov) and select Log In.



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## Welcome to INtax

Manage your Indiana tax obligations all in one convenient place. The Indiana Tax Center gives you immediate access to file and pay various business tax types, order coupon vouchers, register a new business, and reinstate retail merchant certificates and much more.

To get started, click on the appropriate link:

- **INTax - (Log In or Register)**  
Indiana's free online tax filing program allows you to file and pay your business taxes and much more.
- **Case Payment or Registered Retail Merchant Reinstatement**  
Set up a payment plan for your individual or sales tax account, or pay past due sales and withholding taxes to reinstate your retail merchant certificate.
- **Order Coupons**  
Order coupon vouchers to pay your Indiana sales, withholding, and related tax types.

### Related Tools & Resources

- [Review the Site Tutorial](#)
- [INTax QuickStart Guide](#)
- [New and Small Business Education Center](#)
- [Register a New Business](#)
- [Download Tax Forms](#)
- [Motor Carrier Services](#)
- [Register with Secretary of State](#)

INDIANA DEPARTMENT OF REVENUE

NEW AND SMALL BUSINESS  
EDUCATION CENTER

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Enter your username and temporary password, and select **Login**.



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## Welcome to INTax

The Indiana Department of Revenue offers INTax as a means to fully manage your business tax obligations. Take control of your tax accounts, file & pay online, request Electronic Funds Transfer and more - all in one convenient place.

Username

Password

[Forgot Password or Username?](#)

New User? [Register for INTax](#)

### About INTax

- [Register for INTax](#)
- [Review the Site Tutorial](#)
- [INTax QuickStart Guide](#)
- [INTax System Requirements](#)

### Related Tools & Resources

- [Retail Merchant Certificate Reinstatement](#)
- [INTax Pay](#)
- [Order Coupons](#)
- [New and Small Business Education Center](#)
- [More...](#)



## Change your temporary password

The first time you log in to INtax, the Change Password page automatically displays.

For security reasons, you need to change the temporary password provided by the department to a new password only you know. Remember your new password for future reference.

To change your password, first enter the temporary password in the Old Password field.

In the New Password field, enter the new password you would like to use. Pay close attention to the password requirements in the blue box.

Next, you have to confirm your new password by typing it again.

Once you've completed these steps, select **Save**.

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**BUSINESSES**  
**MY PROFILE** □  
**LOGOUT**

**Change Password**

- Passwords may not include the characters '<', '>', '\', ':' and ';', must be 6 to 16 characters long, and must contain at least 1 letter.
- Letters in password are case-sensitive.
- For security reasons, your password is not allowed to be your email address, INtax username, or any combination of your first and last name.

**Change Password**

Username:

Old Password:

New Password:

Confirm New Password:

Cancel **Save**

The next page confirms your password change is successful.

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**PAY** <  
**PAYMENT HISTORY**  
**EFT REGISTRATION**  
**MESSAGES**  
**SECURITY**  
**LOGOUT**

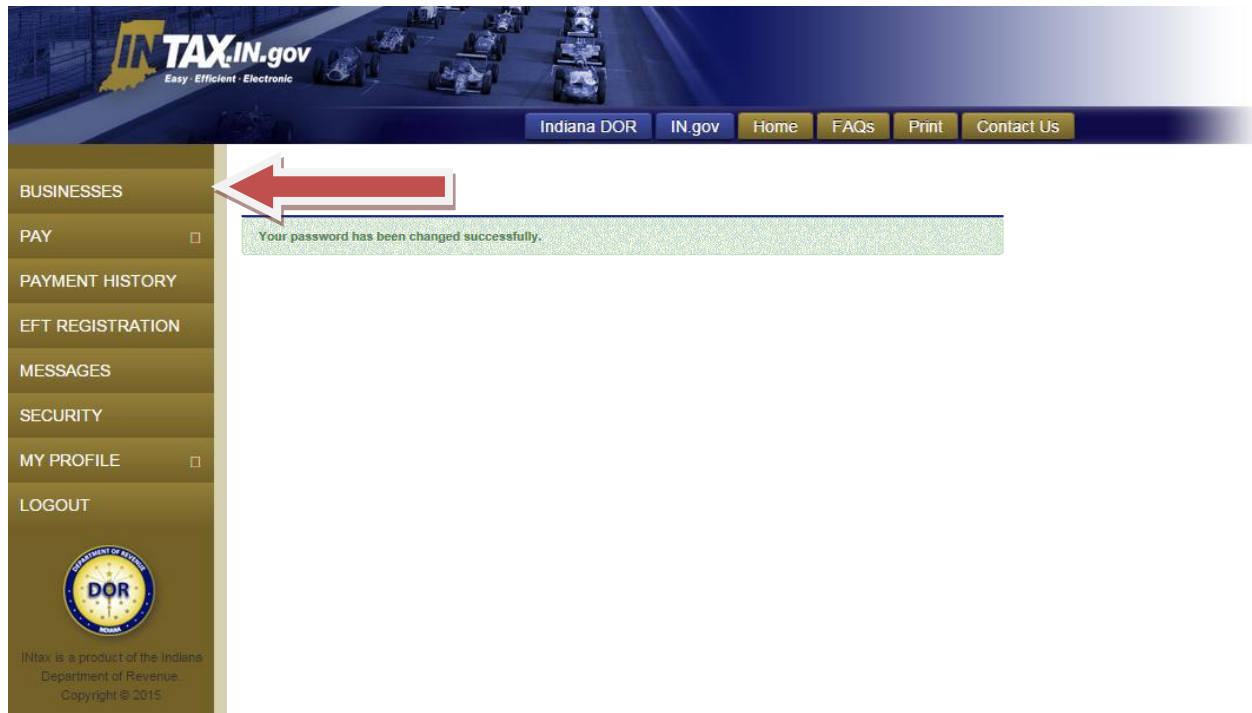
**Change Password**

Your password has been changed successfully.



## What's New page

Once you change your temporary password, the Business Details page can be accessed by selecting **Businesses**. This page will be the default landing page when you log in to INtax in the future. From this page, you can manage your business account.



However, before you are able to view the Business Details page, the What's New page displays. Make sure to review the information provided on this page. The department uses this page to provide you with important updates.

Once reviewed, you can check the box to opt out of viewing this same notice each time you log in to INtax. If the department adds a new notice, you automatically will be rerouted to this page to view the updated information. You will be rerouted to this page when new information is available even if you have checked the opt out box.

From the What's New page, select **Continue** to access the Business Details page.





## Quick Overview of INtax

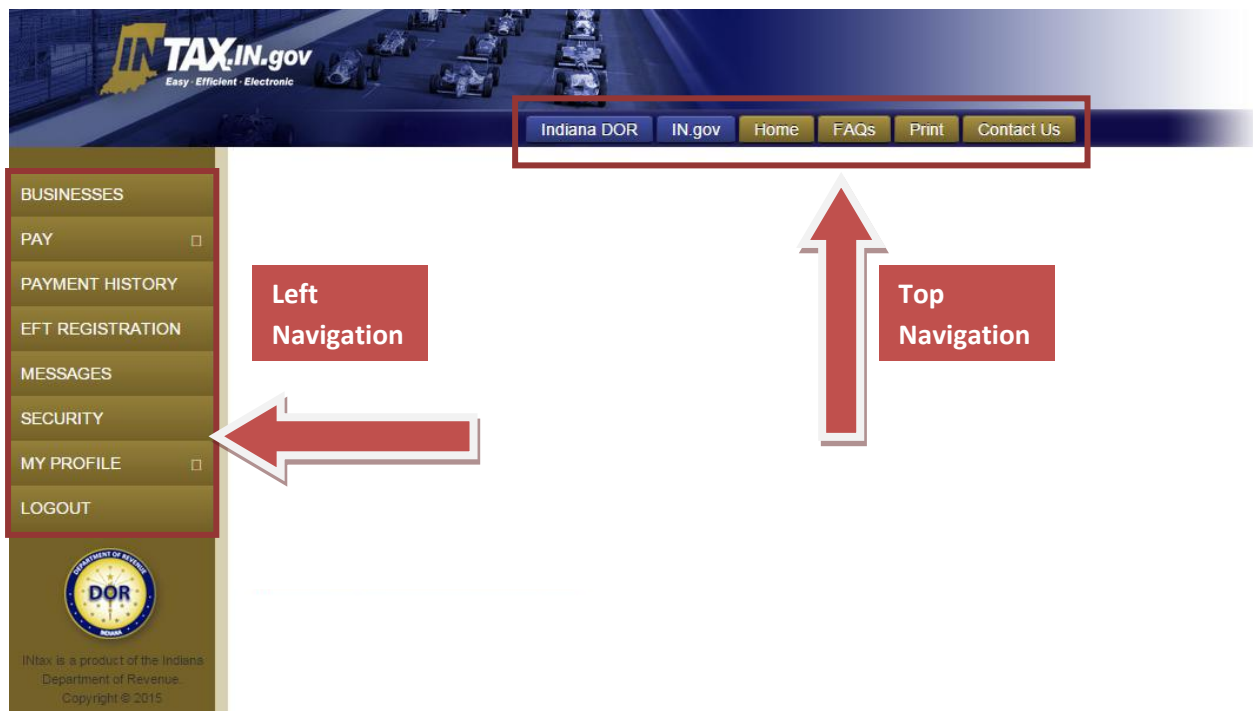
In addition to filing and remitting taxes, INtax allows you to do many things to manage taxes efficiently. There are two navigation menus in INtax, the top navigation and the left navigation.

The top navigation has links to helpful resources:

- **Indiana DOR** takes you to the Department of Revenue homepage.
- **IN.gov** takes you to the state of Indiana homepage.
- **Home** takes you to the INtax homepage, also called the Business Details or Business List page depending on the specifics of your INtax account.
- **FAQs** takes you to the Frequently Asked Questions page, which can help answer any questions you may have.
- **Print** creates a printer friendly version of the page you are viewing.
- **Contact Us** displays the various ways to contact the department.

The left navigation has links to the various functions of INtax. Using the left navigation, you can:

- See a list of your businesses
- Pay taxes
- View payment history
- Register and manage Electronic Funds Transfer (EFT) accounts
- Send a secure message to the department
- Manage users who can see your business information (for example, if you've changed preparers)
- Make changes to your profile, such as adding a business account, updating contact information, or changing your login information.
- Logout of your INtax account



## Add an Additional Business

If you have more than one business, you can add more businesses to your INTax profile by selecting **My Profile** and then selecting **Add Business to My Account**.

The screenshot shows the INTax.IN.gov website interface. The top navigation bar includes links for Indiana DOR, IN.gov, Home, FAQs, Print, and Contact Us. The left sidebar contains a menu with the following items: BUSINESSES, PAY, PAYMENT HISTORY, EFT REGISTRATION, MESSAGES, SECURITY, MY PROFILE (expanded), ADD BUSINESS TO MY ACCOUNT (highlighted with a red arrow), ADD WIRELESS PREPAID, UPDATE CONTACT INFO, CHANGE PASSWORD, CHANGE USERNAME, and LOGOUT. The main content area is titled 'Business Details' and includes fields for State Tax ID and Primary Address. Below these fields is a list of instructions for using the account. A table displays account information with columns for Account, Address, Registered for EFT, Currently Consolidated, Status, Filing Frequency, and Actions. The table shows one account with the status 'Open' and a filing frequency of 'Monthly'. A red arrow points to the 'ADD BUSINESS TO MY ACCOUNT' link in the sidebar.

Account	Address	Registered for EFT	Currently Consolidated	Status	Filing Frequency	Actions
Sales Local 01		Yes	No	Open	Monthly	<a href="#">File Pay</a>

Now you must answer questions about your additional business. These questions are the same questions asked during the INTax Registration process for your initial business. If you need guidance on this process, you can read the registration section of this guide, beginning on page four.

After you submit the information about your additional business, the department will verify the information. Once the information has been verified, the business appears on your Business List page.

# Electronic Funds Transfer Registration

Electronic Funds Transfer (EFT) is a fast and secure way for businesses to transfer funds. Businesses using INtax to file returns also are required to register for and submit tax payments by EFT.

Registering your business for EFT is fast and simple. The next section walks you through the EFT registration process.

From the left navigation menu, select **EFT Registration**.

**Business Details**

State Tax ID: Primary Address:

For details by tax period, click on the underlined account tax type in the list below.  
If you have a new account, select Pay from the menu or select Pay in the list below.  
If you file a return for an account, select File in the list below.

Account	Address	Registered for EFT	Currently Consolidated	Status	Filing Frequency	Actions
<a href="#">Sales</a> Loc: 001		Yes	No	Open	Monthly	<a href="#">File</a> <a href="#">Pay</a>

Page 1 of 1 View 1 - 1 of 1

Provide feedback  
[Share a few words with us about your experience with INtax.](#)

This page lists your accounts and indicates whether they are registered for EFT. Select the account you want to register by selecting **Add**.

**Maintain EFT Debit - Choose an Account**

State Tax ID: Primary Address:

The following lists your business tax accounts and general EFT debit registration information.  
• Click on an account to register for EFT debit transactions.

Account	Address	Registered for EFT	Bank Account Number	Actions
<a href="#">County Inkeeper</a> Loc: 001		No	N/A	<a href="#">Add</a>
<a href="#">Sales</a> Loc: 001		No	N/A	<a href="#">Add</a>
<a href="#">Tire Fee</a> Loc: 001		No	N/A	<a href="#">Add</a>
<a href="#">Withholding</a> Loc: 001		No	N/A	<a href="#">Add</a>
<a href="#">Food and Beverage</a> Loc: 001 - Marion		No	N/A	<a href="#">Add</a>

Page 1 of 1 View 1 - 5 of 5

The next page asks for specific banking information for your business. Fill in the required information, check the box authorizing the department to debit your account (see arrow #1 below), and select **Submit** (see arrow #2 below) to complete your EFT registration.

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**BUSINESSES**  
FILE <  
FILING HISTORY  
PAY <  
PAYMENT HISTORY  
EFT REGISTRATION  
MESSAGES  
SECURITY  
MY PROFILE <  
LOGOUT

**Maintain EFT - ACH Debit Registration**

Tax Type: [\(View Due Dates\)](#) Location Address:  
State Tax ID: Current Filing Frequency: Monthly

• All fields must be completed. The ACH debit registration must be authorized (in the check box below) by a person in the business who is an authorized signatory on the account specified below.  
• Check that your bank account does not have a debit block. A debit block results in your payment being returned to the department as unpaid by your bank. For more information about debit blocks reference the [FAQs](#) page.

**Bank Information**

Bank Account Type   
Bank Routing Number   
Bank Account Number   
Confirm Bank Account Number

**Contact Information**

EFT Contact Name   
Email   
Country Name   
Address   
Address Line 2   
Address Line 3   
City   
State   
Zip   
Zip Extension

Does this transaction originate from a source outside the United States?  
☐ Yes ☒ No

☐ I hereby authorize the Indiana Department of Revenue to present debit entries into the bank account referenced above by Indiana Law. These debts will pertain to Electronic Funds Transfer requests that the taxpayer (or designated service provider on behalf of the taxpayer) has initiated.

Cancel Submit

## Additional Information and Resources

- *Filing Frequency Status Change:* The department reviews taxpayer accounts annually. Based on these reviews, your filing frequency status might change, which can affect your due dates. To avoid penalty and interest, please review the due dates on your returns and the filing status for each tax type in your INtax account.
- *Closing a Business:* To close a business, you must complete Form BC-100 and attach the required documentation. If you do not have the required supporting documentation, you can submit a notarized statement with the form. Form BC-100 is available at [www.in.gov/dor/3489.htm](http://www.in.gov/dor/3489.htm), or you can call the department at (317) 615-2581 to have one mailed to you.
- *Incorrect Information:* If you need to update your contact information, select **My Profile**, and then select **Update Contact Info**. Make the necessary changes, then select **Save**. If the address listed in your INtax User Profile is not correct, send a message to the department using the INtax Message Center. Select **Messages**, and then select **Compose Message**. Be sure to include the TID number of the account to be changed and the correct address.
- *No Tax Is Due:* You must file a return even when you have no tax due, unless your account has been closed. If you do not file a return, the department will issue a tax bill based on the best information available.
- *Due Date:* If the due date on your return falls on a weekend or legal holiday, your payment and return are due on the next business day. For a list of state holidays, visit [www.in.gov/spd/2555.htm](http://www.in.gov/spd/2555.htm).
- *FAQs:* The **FAQs** link at the top of the page provides answers to common questions. If you don't find the information you need and still have a question, you can select the **Messages** link from the left menu navigation to submit a question to the department.
- *Guides:* There are two other guides available. The *INtax User Guide* reviews the many functions of INtax in detail. The *INtax Tax Professionals Guide* contains instructions for a tax professional who may handle taxes on behalf of many different clients.
- *Video Tutorial:* A video tutorial is available to help you register for INtax. You can find this video at [www.in.gov/dor/4844.htm](http://www.in.gov/dor/4844.htm).
- *INtax Phone Line:* If you have a specific question not addressed in the FAQs, guides, or video tutorial, call the INtax phone line at (317) 233-8729.